



Farmers' Market Nutrition Program Market Monitoring Instructions

Thank you for being part of the Farmers' Market Nutrition Program (FMNP) monitoring team. If you have any questions, please contact the State WIC Program at (916) 928-8513 or WICFMNP@cdph.ca.gov.

As part of the monitoring team you will:

- Visit a WIC-Approved Farmers' Market near your agency
- Become familiar with the Program Monitoring Violations (See *Farmers' Market Nutrition Program Sanctions & Violations*)
- Review program guidelines with farmers and the Market Manager at the market
- Discuss areas for improvement and corrective actions with the Market Manager
- Submit monitoring reports to the State WIC Program after your visit

What to Bring:

- ☐ Clipboard or something to write on
 - ☐ Market Monitoring Packet
 - Farmer Monitoring Forms
 - Market Monitoring Form
 - Farmer Vendor Application and Agreement
 - List of Authorized Farmers (obtain from the State WIC Office before visit)
 - *Farmers' Market Nutrition Program Sanctions & Violations*
 - *Spot the Difference* flyer
 - *WIC Approved Produce List*
 - *Quick Reference Guide*
 - *WIC & Senior Farmers' Market Checks Welcome* signs
- Please note that all of these documents are available at www.wicworks.ca.gov
- ☐ WIC name/ID badge or business cards
 - ☐ Pen or pencil

Market Monitoring Process:

Visit the farmers' market at least once. Verify the time and location of the market before your visit. You are not required to notify the Market Manager.

Upon arriving at the market:

1. Walk around and observe if the farmers listed on your List of Authorized Farmers have their *WIC and Senior Farmers' Market Checks Welcome* sign posted. Note which farmers had their signs up and which did not. Also note the names of other farmers who have signs up that are not on your List of Authorized Farmers.
2. Find the Market Manager to identify yourself and the reason for your visit. Let him or her that you will be sharing your findings at the end of the visit.
3. Complete a Market Monitoring Form and a Farmer Monitoring Form for each farmer you speak with
 - a. If a farmer is not on your List of Authorized Farmers, you may ask the farmer if he/she wishes to become authorized to accept WIC and Senior FMNP checks.

- Have the farmer complete a Farmer Vendor Application and train him/her on the program regulations using the “*Quick Reference Guide*”.
- Sign the back of the farmer’s application where it asks for Trainer’s Signature (Section 5). The farmer will also need to get the Market Manager’s signature to verify his Producer’s Certificate (Section 4). If completed, collect the application and send to the State.

4. Correct as many violations as you can on site for farmers and market managers

5. Summarize your findings and discuss with the market manager. Document on the Market Monitoring Form any corrective actions that the Market Manager agrees to.

After Visiting the Market:

Send all documentation back to the state office, by email, fax or USPS mail. The state will send the market manager a letter with a summary of violations if applicable. Determine if a follow up, second visit is required.

When is a follow up visit required?

If multiple violations are observed, conduct a follow up visit within two weeks. This visit is required if the market had one or more of the following:

- ☐ A majority of the farmers did not have their signage posted
- ☐ Any farmer sells unauthorized food to a participant (must be observed in the first visit)
- ☐ Farmers are accepting FMNP checks prior to being authorized
- ☐ Any farmer provides change back to a WIC participant
- ☐ Market Manager accepts FMNP checks for stall fees without the farmers’ WIC ID number written/stamped on it
- ☐ Any fraud or program abuse is observed

On a second visit you do not need to talk to every farmer again. Use the list of authorized farmers and note which farmers have their sign posted and be sure that whatever the above reason for the visit has been corrected.

Please fill out an additional Market Monitoring form and document what the market manager has done to correct the violation from the first visit.

Send monitoring documentation to:

WIC FMNP

CA WIC Program, Department of Public Health
3901 Lennane Drive,
Sacramento, CA 95834

Email: WICFMNP@cdph.ca.gov

Phone (916) 928-8513

Fax: 916-263-3314